

## **ROLES OF AN AIN DEVICE MANAGER**

AIN device managers are individuals, organizations, or companies that provide AIN devices to another AIN device manager or reseller, or to a premises. The AIN device manager must have an AIN device distribution agreement with an AIN device manufacturer(s).

In order to be an authorized AIN device manager, the individual or firm must agree to abide by the following:

1. Review the AIN device manager manual and on-line AIN Management System animated demonstrations on the AIN Management System and successfully complete the Knowledge Based Worksheet (see Help Menu from the AIN Management system at <http://nais.aphis.usda.gov/ainmngt/>);
2. Distribute AIN devices only to a premises or entity that has either a premises identification number (PIN) or nonproducer participant number (NPN) and validate the accuracy of the PIN or NPN;
3. Provide the validated PIN or NPN to the entity that ships the AIN devices when not completing the delivery themselves;
4. Maintain a record of inventoried AIN devices received from an authorized AIN device manufacturer or another authorized AIN device manager or returned from a premises, and have such records available to the USDA upon request;
5. Submit to the AIN Management System within 24 hours (or close of next business day), in accordance with prescribed protocols, a record of all AINs shipped or delivered (see Note on page 3); and
6. Educate producers receiving AIN devices on the proper use of official animal identification devices.

The AIN device managers confirm on-line, using the AIN Management System, that they have a marketing agreement with a specific AIN device manufacturer(s). USDA will recognize the individual or entity as an AIN device manager upon confirmation of the marketing agreement(s) by the AIN device manufacturer and upon the AIN device manager completing the knowledge-based quiz (see step #5 below).

## **HOW TO BECOME AN AIN DEVICE MANAGER**

The following steps explain how to become an AIN device manager. Also, see the AIN device manager User Manual posted on the AIN Management System (under the Help menu option).

1. Obtain a Nonproducer Participant Number (NPN)
  - a. The individual or business needs to obtain an NPN through the premises registration system in the State in which their headquarters is located. For example, if the corporate office for your company is in Kansas, your company will obtain an NPN through the Kansas premises registration system using the same procedure used to register a premises. Please contact the State Animal Health Authority for information about obtaining an NPN. Information on each State is provided on the NAIS Website at: [www.usda.gov/nais](http://www.usda.gov/nais)
2. Obtain an eAuthorization account

Each individual who will be accessing the AIN Management System in your office should obtain an eAuthorization account. USDA's eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes activities such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts. You will need to create an account (<http://www.eauth.egov.usda.gov/eauthCreateAccount.html>) with a level 2 clearance. Level 2 clearance requires validation of a photo ID at the Farm Service Agency (FSA) office nearest you, which will serve as your local authorization authority. A list of FSA offices is available online through the "State Offices" link at: <http://www.fsa.usda.gov/>
3. Acquire a marketing arrangement with an AIN device manufacturer
  - a. Contact an approved AIN device manufacturer (or one that is anticipating becoming one) to establish an agreement or marketing arrangement. This agreement is entirely between the manufacturer and the manager.
  - b. A list of approved AIN device manufacturers is available on the AIN Management System, which can be accessed online at: <http://nais.aphis.usda.gov/ainmngt/AllProductNew.do>.
  - c. When the potential AIN device manager has established an agreement or arrangement with an AIN device manufacturer, you will provide that company with your NPN. The AIN device manufacturer will then "nominate" you as an AIN Device Manager for them on the AIN Management System.
4. Create AIN Management Application User Account
  - a. Log in to the AIN Management application online at: <http://nais.aphis.usda.gov/ainmngt/>

Click "Log in." Enter your eAuthentication ID and password (see Step 2) to gain access to the AIN Management System application. If you are the first person in your office to create an account on the AIN Management System, enter your NPN (see Step 1). If you are not the first person in your office to create an account, you must be nominated by the first person or any person with Administrative access to your NPN. Enter your premises identification number (PIN) and email address to create your account. The PIN and email

address to use will have been emailed to you when the administrative user first creates your office's account.

5. Knowledge-based quiz
  - a. USDA has provided a User Guide (available online at: <http://nais.aphis.usda.gov/ainmngt/HelpGetAnonymous.do>), which describes the various duties and responsibilities of the AIN device managers, resellers, and manufacturers. Also, animated training demonstrations for various user tasks are provided on line. Once you have reviewed the User Guide and the demos, you can complete the knowledge-based worksheet (available on the same Web page). Passing results on the worksheet will result in your AIN device manager account being set to "active." If you do not achieve passing results, you can try again until you achieve an acceptable score.
6. Accept AIN device manufacturer "nomination"
  - a. Once you have been "nominated" you can log on to the AIN Management System and accept the "nomination" to accept or enable the relationship with the AIN device manufacturer.
  - b. The terms and conditions for being an AIN device manager will be displayed, and you will be required to accept the terms and agreements. Your acceptance will serve as a formal agreement between you and USDA.

**Note: Recording the Distribution of AIN devices used in the voluntary NAIS**

In the future, the distribution record of AIN devices to a premises will be submitted to AIN Device Distribution Databases, rather than to the AIN Management System. These databases, maintained by AIN device manufacturers, industry organizations, service providers, States, etc., will receive and maintain the record of distribution of AIN devices to a premises. Animal health officials will request access to the AIN device distribution records only when there is an animal disease issue that warrants their use. This change is slated to be implemented in April 2007. Until these systems are operational, the AIN Management System will receive the distribution record of AIN devices (the record that indicates what AINs were on each AIN device that went to each premises).

The distribution records of AIN devices used for disease and/or regulatory programs will continue to be maintained on the AIN Management System.